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ER-5-3956

*Personnel 3-1*

2 April 1954

MEMORANDUM FOR: Deputy Director (Administration), Member  
Deputy Director (Intelligence), Member  
Deputy Director (Plans), Member  
Assistant Director for Personnel, Member  
Assistant Director for Communications, Member  
Director of Training, Member  
Director of Security, Adviser (Nonvoting)  
Chief, Medical Staff, Adviser (Nonvoting)  
Inspector General, Adviser (Nonvoting)

SUBJECT : Procedures of the Supergrade Review Board

1. The senior officer of each major component of the Agency should submit verbally the names of their candidates for promotion to a supergrade or within the supergrade group, to the Assistant Director for Personnel on or before the 15th of a calendar month.

2. The Assistant Director for Personnel will make a record of this recommendation, in one copy only, and retain it in a secure file which will be seen only by the Deputy Director and the Director. Ten days before the date of a meeting of the Board, he will verbally inform the members and advisers of the Board concerning the candidates to be considered at the meeting. If a member of the Board wishes to propose any other candidate to compete with any of those recommended, he will so state verbally to the Assistant Director for Personnel, who will notify other members and advisers of such an additional candidate or candidates and present those names at the meeting. Form 52 will be forwarded to the Assistant Director for Personnel upon his request after the candidate's promotion has been recommended for approval.

3. A member who is absent will forfeit his vote. No proxies or deputies will be permitted.

4. All voting will be by secret ballot.

5. The minutes of each meeting will be confined to a mere outline of the action taken.

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6. Each member of the Board and each adviser will be bound by his word of honor never to disclose to anyone except the Director the matters which are discussed at a Board meeting. The Director has stated that he may ask any individual member of the Board to inform him concerning a given candidate and give his opinion as to the candidate's fitness for promotion.

/s/

C. P. CABELL  
Chairman  
Supergrade Review Board

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